

FM COMFISCS SAN DIEGO CA
TO COMNAVREG HAWAII PEARL HARBOR HI
COMNAVREG MIDLANT NORFOLK VA
COMNAVREG MIDWEST GREAT LAKES IL
COMNAVREG NE GROTON CT
COMNAVREG NW SEATTLE WA
COMNAVREG SE JACKSONVILLE FL
COMNAVREG SW SAN DIEGO CA
CONAVREGEUR LONDON UK
COMUSNAVEUR LONDON UK
COMNAVFORJAPAN YOKOSUKA JA
COMFAIRMED NAPLES IT
COMFLEACT YOKOSUKA JA
COMFLTFORCOM NORFOLK VA
COMNAVIAIRFOR SAN DIEGO CA
COMNAVIAIRLANT NORFOLK VA
COMNAVIAIRPAC SAN DIEGO CA
COMNAVIAIRSYS COM PATUXENT RIVER MD
COMNAV DIST WASHINGTON DC
COMNAV FACENG COM WASHINGTON DC
COMNAV SEASYS COM WASHINGTON DC
COMNAV SUPSYS COM MECHANICSBURG PA
COMNAV SURFLANT NORFOLK VA
COMNAV SURFSURFPAC SAN DIEGO CA
COMSC WASHINGTON DC
COMSCEUR NAPLES IT
COMSCCENT BAHRAIN
COMSCFE YOKOHAMA JA
COMSCLANT NORFOLK VA
COMSCPAC SAN DIEGO CA
COMSPA WARSYS COM SAN DIEGO CA
COMSUBLANT NORFOLK VA
COMSUBPAC REP WEST COAST SAN DIEGO CA
FISC NORFOLK VA
FISC JACKSONVILLE FL
FISC PUGET SOUND WA
FISC PEARL HARBOR HI
FISC SAN DIEGO CA
FISC YOKOSUKA JA
FISC SIGONELLA IT
NAVREGCONT CEN SINGAPORE
NAVHOSP YOKOSUKA JA
NAVHOSP NAPLES IT
NAVICP MECHANICSBURG PA
NAVMEDLOGCOM FT DETRICK MD
CNATRA CORPUS CHRISTI TX

NAVAIRPRA ATSUGI JA
 NAVAIRMRA NAPLES IT
 NAVSHIPREPFAC YOKOSUKA JA
 NAVSHIPYD & IMF PEARL HARBOR HI
 NAVSHIPYD NORFOLK DET NAVSHIPSO PHILADELPHIA PA
 NAVSHIPYD NORFOLK VA
 NAVSHIPYD PORTSMOUTH NH
 NAVSHIPYD PUGET SOUND WA
 NAVSUPPACT NAPLES IT
 NAVSUPPACT BAHRAIN
 NAVSUPPACT GAETA IT
 NAVSUPPACT LA MADDALENA IT
 NAVSUPPACT SOUDA BAY GR
 SUPSHIP SAN DIEGO CA
 SUPSHIP PUGET SOUND WA
 SUPSHIP JACKSONVILLE FL
 SUPSHIP PORTSMOUTH VA
 TRIREFFAC KINGS BAY GA
 BT
 UNCLAS

MSGID/GENADMIN/COMFISCS SAN DIEGO CA//
 SUBJ/DUE DATES FOR EXPIRING FUNDS REQUISITIONS//
 AMPN/SOPA ADMIN, RQST DISSEMINATE TO ALL HOMEPORTED FLEET
 COMMANDS UNDER YOUR COGNIZANCE, ATTN: SUPPLY OFFICER. ALL
 OTHER ADDRESSEES, RQST DISSEMINATE TO ALL SHORE COMMANDS
 UNDER YOUR COGNIZANCE, ATTN: COMPTROLLER/SUPPLY DEPT. FISC
 ADDRESSEES SHALL ENSURE DISSEMINATION TO CUSTOMERS NOT
 SPECIFICALLY LISTED.

THIS MESSAGE ESTABLISHES DUE DATES FOR RECEIPT OF PURCHASE OR
 CONTRACT REQUESTS AT ALL COMMANDER, FLEET AND INDUSTRIAL
 SUPPLY CENTERS (COMFISCS) CONTRACTING DEPARTMENTS TO ENSURE
 THAT REQUIREMENTS WITH EXPIRING FUNDS ARE OBLIGATED PRIOR TO
 THE END OF FY05 AND TO ENSURE COMMENCEMENT OF REQUIREMENTS
 BEGINNING ON 01 OCTOBER 2005. ADHERENCE TO THESE DATES IS
 CRITICAL TO SUCCESSFULLY MEET CUSTOMER NEEDS:

ESTIMATED AMOUNT	TYPE OF ACTION	DUE DATE
UNDER \$2,500	MICROPURCHASE PER	
	EBUSOPSOFFINST 4200.1A	27 AUG 05
\$2,501 TO \$25,000	PURCHASE/DELIVERY ORDERS	27 AUG 05
\$25,001 - \$100,000	PURCHASE/DELIVERY ORDERS	13 AUG 05
\$100,001 - \$1 MILLION	CONTRACT/DELIVERY ORDER	01 JUN 05
OVER \$1 MILLION	CONTRACT/DELIVERY ORDER	01 MAY 05
ANY DOLLAR AMOUNT	EXERCISE OF OPTION/ANNUAL RENTAL & MAINTENANCE (ARMS)	01 JUN 05

RMKS/1. ALL REQUISITIONS MUST CLEARLY IDENTIFY THE DATE FUNDS EXPIRE, EITHER IN THE APPROPRIATE FUNDING BLOCK OR IN THE DESCRIPTION BLOCK. CUSTOMERS CAN ASSIST IN EXPEDITING THEIR PROCUREMENTS BY PROVIDING ALL REQUIRED SUPPORTING DOCUMENTATION WITH THE INITIAL PROCUREMENT REQUEST. THIS INCLUDES, BUT IS NOT LIMITED TO:

- CLEAR, COMPLETE, COMPETITIVE STATEMENT OF WORK/SPECIFICATIONS SUITABLE FOR COMPETITIVE SOLICITATION
- SUGGESTED MANUFACTURERS AND SOURCES OF SUPPLY/SERVICE
- JUSTIFICATION IF SUGGESTED SOURCE IS FOR USE OF A NON-DOD CONTRACT FOR ACQUISITION OF SUPPLIES OR SERVICES EXCEEDING \$100,000
- APPROVED ACQUISITION STRATEGY FOR SERVICES THAT EXCEED \$100,000 (AS REQUIRED BY DEPARTMENT OF THE NAVY MANAGEMENT OVERSIGHT PROCESS FOR ACQUISITION OF SERVICES [MOPAS])
- SOLE SOURCE STATEMENT OR JUSTIFICATION (IF APPLICABLE)
- LEASE VS PURCHASE EVALUATION FORM (IF APPLICABLE)
- PREVIOUS CONTRACT/DELIVERY ORDER NUMBER IF REQUEST IS IN SUPPORT OF A RECURRING REQUIREMENT

2. CUSTOMER ACTIVITIES ARE ENCOURAGED TO ENGAGE FISC PERSONNEL AS EARLY AS POSSIBLE IN THE ACQUISITION PROCESS. THIS WILL ENSURE ADEQUATE LEAD-TIME TO PERMIT MARKET RESEARCH TO LOCATE COMMERCIALY AVAILABLE ITEMS AND SERVICES, PREPARE RFQ/RFPS, EVALUATE OFFERS, AND ENSURE TIMELY DELIVERY OF PRODUCTS AND SERVICES.

3. ADVANCE PURCHASE REQUESTS MUST BE SUBMITTED WITH A COMMITMENT OF FUNDS RCP OR COMPTROLLER'S PROMISE TO PAY FUNDING LETTER (CITING NEXT FISCAL YEAR LINE OF ACCOUNTING) ISSUED AND SIGNED BY AUTHORIZED FUNDING AUTHORITY BY THE DUE DATES LISTED ABOVE. SUCH REQUESTS SHOULD INCLUDE, AT A MINIMUM, THE STATEMENT "FUNDS ARE SUBJECT TO THE ENACTMENT OF THE FY06 DOD APPROPRIATION ACT OR THE FY06 CONTINUING RESOLUTION AUTHORITY AND ARE SUBJECT TO WHICHEVER ACT BECOMES APPLICABLE." CUSTOMERS ARE CAUTIONED THAT END OF FISCAL YEAR WORKLOAD WILL TAKE PRIORITY SO EXECUTION OF THESE ADVANCE PROCUREMENTS CANNOT BE GUARANTEED.

4. "EMERGENCY" REQUIREMENTS MUST BE ACCOMPANIED BY AN URGENCY STATEMENT OR JUSTIFICATION. THESE REQUIREMENTS WILL BE PROCESSED AS RAPIDLY AS POSSIBLE. EXPIRING FUNDS CANNOT BE USED AS A REASON TO JUSTIFY URGENCY.

5. REQUIREMENTS SUBMITTED AFTER THE ABOVE DUE DATES WILL BE ACCEPTED ON A CASE-BY-CASE BASIS, DEPENDING ON THE LIKELIHOOD OF ABILITY TO EXECUTE BY FISCAL YEAR END AND AS APPROVED BY THE DIRECTOR OR DEPUTY DIRECTOR OF THE ACCEPTING FISC CONTRACTING DEPARTMENT. HOWEVER, AWARD BY END OF FISCAL YEAR CANNOT BE GUARANTEED. INDIVIDUAL FISC CONTRACTING DEPARTMENT CUSTOMER SERVICE CONTACT NUMBERS ARE AS FOLLOWS:

FISC JACKSONVILLE, DSN 942-1000, COMM 904-542-1000
FISC NORFOLK, DSN 646-1601, COMM 757-443-1601
FISC PEARL HARBOR, DSN 315-7585, COMM 808-473-7585
FISC NORFOLK PHILADELPHIA OFFICE, DSN 442-9550, COMM 215-697-9550
FISC PUGET SOUND, DSN 439-2801, COMM 360-476-2801
FISC SAN DIEGO, DSN 522-3440, COMM 619-532-3440
FISC YOKOSUKA (ASHORE), DSN 315-243-7622, COMM 011-81-46-816-7622
FISC YOKOSUKA (AFLOAT), DSN 315-243-7861, COMM 011-81-46-816-7861
FISC SIGONELLA DET NAPLES, DSN 626-4040 X324, COMM 011-39-081-599-9024
FISC SIGONELLA DET LONDON, DSN 235-5552, COMM 011-44-020-8385-5552
FISC SIGONELLA DET BAHRAIN, DSN 318-439-4486, COMM 011-973-17-854-486
FISC SIGONELLA SIGONELLA SITE, DSN 624-5725, COMM 011-39-095-86-5725
FISC SIGONELLA SOUDA BAY SITE, DSN 266-1553, COMM 011-30-2821-02-1553
FISC SIGONELLA ROTA SITE, DSN 727-1695, COMM 011-34-956-82-1695
FISC SIGONELLA LA MADDALENA SITE, DSN 727-1386/8330, COMM 011-39-078-979-8243/8330
FISC SIGONELLA KEFLAVIK SITE, DSN 450-2725/2860, COMM 011-11-354-425-2725/2860

6. EBUSOPSOFFINST 4200.1A OF 2 SEP 03 REQUIRES USE OF THE GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD (GCPC) AS A METHOD OF PAYMENT FOR ALL PURCHASES UNDER \$2,500 UNLESS A WRITTEN DETERMINATION IS OBTAINED FROM SES, FLAG OR GENERAL OFFICER PRIOR TO ACCOMPLISHING THE PURCHASE. FISC YOKOSUKA AND FISC SIGONELLA LOCATIONS ARE EXEMPT FROM THIS REQUIREMENT.

7. DIRECT FUND CITE DOCUMENTS SHOULD BE SUBMITTED UNDER THE COMFISCS COMPTROLLER AUTOMATED RCP/REQN ACCEPTANCE PROCESS KNOWN AS WEBOTF. UPON RECEIPT THE COMFISCS COMPTROLLER WILL REVIEW THE RCP/REQN FOR FISCAL TIME, PURPOSE, AND AMOUNT. FISCALLY ACCEPTABLE DOCUMENTS WILL BE FORWARDED TO THE APPROPRIATE FISC CONTRACTING OFFICE FOR EXECUTION. COMFISCS COMPTROLLER REVIEW AND ACCEPTANCE WILL OCCUR WITHIN 24 BUSINESS HOURS. COMFISCS COMPTROLLER REVIEW AND ACCEPTANCE DOES NOT RELIEVE THE INITATING COMPTROLLER'S RESPONSIBILITY TO ENSURE REGULATORY AND STATUTORY COMPLIANCE PRIOR TO SUBMISSION. IN ADDITION, CUSTOMER COMPTROLLERS THAT CREATE

DOCUMENTS IN ORACLE MUST FAX OR E-MAIL THOSE DOCUMENTS TO THE COMFISCS COMPTROLLER, SINCE ORACLE DOES NOT INTERFACE WITH WEBOTF.

8. RCPS/REQNS MAY BE FAXED TO (703) 378-2879 OR E-MAILED TO RCP@WEBOTF.ORG. WHEN THE COMFISCS COMPTROLLER HAS ACCEPTED FUNDS, AN ACCEPTANCE COPY (WITH ELECTRONIC SIGNATURE APPLIED) WILL BE RETURNED TO THE SUBMITTING ACTIVITY AND THE RCP/REQN WILL BE FORWARDED TO THE APPLICABLE FISC CONTRACTING OFFICE. COMPTROLLER ACCEPTANCE DOES NOT CONSTITUTE ACQUISITION REVIEW, APPROVAL, OR ACCEPTANCE. UNDER CURRENT NAVSUP POLICY (E.G. NAVSUP P-485) SUBMITTING ACTIVITIES WILL REMAIN RESPONSIBLE FOR TECHNICAL SCREENING OF REQUIREMENTS PRIOR TO SUBMISSION OF ANY OPEN MARKET PURCHASE REQUESTS.

9. THE PRIMARY POINTS OF CONTACT FOR FISC CUSTOMERS FOR THE RCP PROCESS DESCRIBED IN PARAGRAPH 2 ABOVE, BASED ON GEOGRAPHICAL LOCATION, ARE:

JOHN LAGRUA, FISC YOKOSUKA, COMM 011-81-46-816-6562, DSN 243-6562
ANGELA YTURRALDE, FISC YOKOSUKA, COMM 011-81-46-816-6014, DSN 243-6014

CHIEKO IGARASHI, FISC YOKOSUKA, COMM 011-81-46-816-6989, DSN 243-6989

JANE LEE, FISC NORFOLK, COMM 757-443-1634, DSN 646-1634
PATRICIA PRITCHETT, FISC NORFOLK, COMM 757-443-1576, DSN 646-1576

JERRY BREESE, FISC PUGET SOUND, COMM 360-476-0758, DSN 439-0758

YOLANDA GAPUNAY, FISC SAN DIEGO, COMM 619-532-2254, DSN 522-2254

SHANNON HAN, FISC PEARL HARBOR, COMM 808-473-2241

ELVIRA STEPHENSON, FISC JACKSONVILLE, COMM 904-542-1234, DSN 942-1234

10. FOR THE OVERALL COMFISCS RCP PROCESS, THE PRIMARY POC IS SANDRA K. JOHNSON, COMFISCS COMPTROLLER OFFICE, DIRECTOR OF FINANCIAL PROGRAMS AT PHONE NUMBER (619) 532-1345, DSN 522-1345, SANDRA.K.JOHNSON@NAVY.MIL. THE ALTERNATE POC IS LESLIE ATKINS, (619) 532-2396, DSN 522-2396, LESLIE.ATKINS@NAVY.MIL.

11. RELEASED BY CAPT H. W. DAVIS.//
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